

**STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment/Union"**

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|---------------------------|--------------------------------------------------|
| Position Title: | Office Assistant (Property Valuation Specialist) |
| Position Number: | 58108466 |
| Division: | Property Assessment |
| Bureau/Region: | Region 4 |
| City: | Missoula |
| Grade/Salary: | 8 / \$8.71 - \$10.51 / hourly DOQ |
| Status: | Permanent/Full-time |
| Union: | Yes |
| Supplement: | No |
| Hiring Supervisor: | Wes Redden |
| Closing Date: | October 20, 2006 |

Special Information: Travel may be necessary. Must possess a valid driver's license.

***Training Assignment:** If applicants for this position do not meet the minimum qualifications, a training assignment may be used at one grade lower. The training assignment will typically be for one year or until the training assignment requirements have been met.

Role Summary and Duties: Perform a variety of necessary tax related activities. Incumbents pre-enter sales information, identify new taxpayers for personal property taxation purposes, check brand inspections for discovery and reporting of new and current personal property and enter personal property, FEIN and social security number into DOR Database systems. This work includes maintaining tax customer records. Incumbents also provide general taxpayer assistance through walk-ins, phone contacts and update ownership information. Updating plat books and maps in areas where no digital map coverage exists; and researching deeds when necessary.

Competencies: Demonstrated ability to provide timely and effective written, oral and interpersonal communication to customers; appropriately apply procedures, requirements, regulations, and policies; and to research, collect data, and prepare necessary follow-up reports. Demonstrated knowledge and skill of word processing, spreadsheet, database and software applications/programs. General office practices, record management.

Education and Experience: Competencies are typically acquired through a combination of education and experience equivalent to high school graduation and two years of general office experience including customer service. Other combinations of education and experience will be evaluated on an individual basis.

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete applications will not be considered.** This job announcement and the Montana State application form can be found on the Internet at <http://employmontana.com>. Phone: (406) 444-2972 / (406) 444-9831 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Union: These positions are covered by a union contract, which requires the applicants be selected for this position based on qualifications, ability and seniority. The successful applicant(s) will be required to join the bargaining unit and either pay dues or a representation fee.

Application and Selection Process: Possession of required competencies *may* be measured through an evaluation of *some or all* of the following: education and experience, the Montana state application form and application supplement, a structured oral interview, resume, performance test, written examination, and previous performance appraisals and/or reference checks. The applicants who appear to best meet the qualifications for this position may be selected for a structured interview. If applicants for this position do not meet the minimum qualifications, a training assignment may be considered.

Application materials required for this position are:

1. A completed State of Montana Application. State of Montana application forms are now available on the Internet at <http://employmontana.com>.
2. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Background Check: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment. Other eligibility requirements are compliance with all appropriate Montana tax laws. Specifically, your tax filings must be current and arrangements made to pay any outstanding tax liabilities before any offer of employment can be made.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.